

Program A: Louisiana Property Assistance

Program Authorization: R.S. 39:322-328, 330-332, 361, 361-364

PROGRAM DESCRIPTION

The mission of the Louisiana Property Assistance Program (LPAA) is to provide for the accountability of the state's moveable property. Louisiana Property Assistance Agency operates under the authority provided by Louisiana revised statute 39.321-330 and LRS 39.360-364 and rules and regulations promulgated under this authority.

The goal of the Louisiana Property Assistance Program is to provide an accurate accounting of the state's moveable property.

The responsibilities of the LPAA include: (a) reviewing certifications of annual physical inventories; (b) auditing all state agencies for compliance with state property and fleet regulations; (c) collecting the state's surplus moveable property and redistributing it to state agencies, eligible organizations, and individuals through public auctions; and (d) tracking statewide vehicle usage, approving purchase of replacement vehicles, and administering a statewide vehicle maintenance contract.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

1. (KEY) To ensure that at least 95% of the state's moveable property accounts are in compliance with state property control rules and regulations.

Strategic Link: This operational objective relates to Strategic Objective I:1: *To ensure annually that 95% of the state's moveable property accounts are in compliance with state property control rules and regulations.*

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-99	ACTUAL YEAREND PERFORMANCE FY 1998-99	ACT 60 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Percentage of the state's moveable property accounts that are in compliance with state property control rules and regulations	Not applicable ¹	95%	100%	100% ²	95%	95%

¹ This was a new performance indicator for FY 1999-00. It did not appear under Act 44 of 1998 and does not have a FY 1998-99 performance standard.

² Although the FY 1999-00 performance standard for this indicator is 99.6%, the agency currently estimates that the yearend level will be 95%.

2. (KEY) To respond to 75% of agencies' requests for pick up of surplus property within 90 days of receiving notification from an agency that property is ready for pick up.

Strategic Link: This operational objective relates directly to the Louisiana Property Assistance Agency's mission statement: *To provide for the accountability of the state's moveable property through the development and implementation of sound management practices.*

Explanatory Note: When an agency surpluses state property, it must first submit a BF-11 form to the Louisiana Property Assistance Agency (LPAA). The LPAA then reviews and processes the BF-11 and returns the approved form to the agency. Once an agency receives an approved BF-11 from LPAA, it is the agency's responsibility to call for a pick up. Upon receiving such notification, the LPAA then schedules a pick-up date with the notifying agency.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-99	ACTUAL YEAREND PERFORMANCE FY 1998-99	ACT 60 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Percentage of surplus property picked up within 90 days	Not applicable ¹	Not available	Not applicable ¹	75% ¹	75%	75%

¹ This is a new performance indicator. It did not appear under Act 44 of 1998 or Act 60 of 1999 and does not have performance standards for FY 1998-99 and FY 1999-00. The value shown for existing performance standard is an estimate not a standard.

3. (KEY) To annually ensure that 75% of eligible vehicle purchases by the State of Louisiana will be in compliance with the Clean Air Act of 1980 and the Energy Policy Act of 1992.

Strategic Link: This objective relates to the agency's Strategic Objective 3:1: *To ensure compliance with the Clean Air act of 1990 and the Energy Policy Act of 1982.*

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-99	ACTUAL YEAREND PERFORMANCE FY 1998-99	ACT 60 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Percentage of eligible vehicle purchases that are alternative fuel vehicles	Not applicable ¹	Not available	Not applicable ¹	75% ¹	75%	75%

¹ This is a new performance indicator. It did not appear under Act 44 of 1998 or Act 60 of 1999 and does not have performance standards for FY 1998-99 and FY 1999-00. The value shown for existing performance standard is an estimate not a standard.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1998-1999	ACT 60 1999- 2000	EXISTING 1999- 2000	CONTINUATION 2000 - 2001	RECOMMENDED 2000 - 2001	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	3,444,682	3,444,236	3,496,613	3,637,554	3,563,323	66,710
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$3,444,682	\$3,444,236	\$3,496,613	\$3,637,554	\$3,563,323	\$66,710
EXPENDITURES & REQUEST:						
Salaries	\$922,025	\$1,110,112	\$1,153,024	\$1,222,317	\$1,185,053	\$32,029
Other Compensation	101,376	73,248	73,809	121,904	121,904	48,095
Related Benefits	185,295	218,414	227,318	238,456	241,898	14,580
Total Operating Expenses	1,111,729	912,470	912,470	912,454	898,785	(13,685)
Professional Services	51,022	50,000	50,000	50,000	50,000	0
Total Other Charges	682,596	921,992	921,992	940,423	913,683	(8,309)
Total Acq. & Major Repairs	390,639	158,000	158,000	152,000	152,000	(6,000)
TOTAL EXPENDITURES AND REQUEST	\$3,444,682	\$3,444,236	\$3,496,613	\$3,637,554	\$3,563,323	\$66,710
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	46	46	49	50	49	0
Unclassified	0	0	0	0	0	0
TOTAL	46	46	49	50	49	0

SOURCE OF FUNDING

This program is funded from Fees and Self-generated Revenues derived from commissions earned from the sale of surplus property to other state agencies, political subdivisions and charitable organizations.

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$3,444,236	46	ACT 60 FISCAL YEAR 1999-2000
			BA-7 TRANSACTIONS:
\$0	\$52,377	3	Increases the Table of Organization by three (3) classified positions and provides associated funding for inventory backlog of surplus property and assistance with public auctions
\$0	\$3,496,613	49	EXISTING OPERATING BUDGET – December 3, 1999
\$0	\$25,440	0	Annualization of FY 1999-2000 Classified State Employees Merit Increase
\$0	\$20,306	0	Classified State Employees Merit Increases for FY 2000-2001
\$0	\$8,300	0	State Employee Retirement Rate Adjustment
\$0	(\$755)	0	Risk Management Adjustment
\$0	\$152,000	0	Acquisitions & Major Repairs
\$0	(\$158,000)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$9)	0	Legislative Auditor Fees
\$0	(\$9)	0	UPS Fees
\$0	\$28,051	0	Salary Base Adjustment
\$0	(\$25,976)	0	Attrition Adjustment
\$0	(\$44,197)	(1)	Personnel Reductions
\$0	(\$7,796)	0	Salary Funding from Other Line Items
\$0	\$613	0	Civil Service Fees
\$0	\$48,095	0	Workload Adjustments - Wage funding to address workload demands
\$0	\$29,685	1	Workload Adjustments - One (1) dispatcher position to schedule trucks for surplus property pickup and act as safety coordinator of the warehouse.
\$0	(\$8,300)	0	Other Adjustments - Reduction in Other Charges to fund the State Employees' Retirement Rate adjustment
\$0	\$159,860	0	Other Adjustments - Office of Information Services funding for data processing services
\$0	(\$170,598)	0	Other Adjustments - Lease purchase of vehicles leased to state agencies who have Federal or other grants which allow the agency to lease vehicles but not purchase them. This program by Louisiana Property Assistance Agency allows the agency to lease a vehicle at a much lower rate than a commercial lease, plus gives the state the residual value of the vehicle when it is replaced.
\$0	\$5,000	0	Other Adjustments - Overtime
\$0	\$5,000	0	Other Adjustments - Travel for field compliance auditors
\$0	\$3,563,323	49	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$3,563,323	49	BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001

			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$3,563,323	49	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 101.9% of the existing operating budget. It represents 97.0% of the total request (\$3,672,589) for this program. The increased recommended funding from existing operating budget is primarily due to workload increases and providing adequate funding for computer services received from O.I.S.. All applicable statewide policy adjustments have been applied to this program. The major differences between total request and total recommended are due to certain statewide policy adjustments - not funding inflation costs (-\$24,926), applying a two percent attrition factor (-\$25,976), and reducing Other Charges category by \$7,796 to fully fund salaries and associated related benefits. The recommended funding level should enable this agency to continue to provide cost effective services in the areas of property procurement, liquidation and replacement; inventory maintenance; and fleet management to its customer agencies.

PROFESSIONAL SERVICES

\$50,000 Other Professional Services for auctioneer's fees for sale of surplus property (3.18% of gross auction sales)

\$50,000 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$913,683 Miscellaneous charges - represents revenues to state agencies and local governments disposing of surplus property purchased with federal or non-general fund monies. This money is shown in L.P.A.A. budget for accounting purposes since L.P.A.A. disposes of the property for them.

\$913,683 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$120,000 Office equipment and furniture - Louisiana Property Assistance Agency is consolidating its warehouse and office spaces into one central location. The agency will use modular office equipment and create work areas for public auctions.

\$32,000 Two (2) pool vehicles used by audit staff for statewide travel

\$152,000 TOTAL ACQUISITIONS AND MAJOR REPAIRS